

MEETING MINUTES

MILPITAS CITY COUNCIL RULES SUBCOMMITTEE

Minutes of:	City Council Rules Subcommittee
Date:	Friday, August 23, 2019
Time:	12:00 PM
Location:	Milpitas City Hall, Committee Room 455 E. Calaveras Blvd., Milpitas, CA

1. Call to order and Roll Call: Meeting was called to order by Mayor Tran at 12:05 PM. Mayor and Vice Mayor Dominguez were present along with City Attorney Chris Diaz, Assistant City Manager Ashwini Kantak, Interim City Manager Steve McHarris, City Clerk Mary Lavelle, and Deputy City Clerk Pam Caronongan
2. Approve Meeting Minutes – Minutes of June 9, 2019 meeting were approved.
3. Public Forum - Frank De Smidt shared with the Rules Subcommittee members and City Staff regarding fundraising efforts hosted by the Rotary Club of Milpitas.
4. Review of Regular City Council meeting agendas
 - Assistant City Manager reviewed all items listed on the draft agenda for September 3, 2019 City Council agenda prepared by the City Clerk. Staff responded to a few questions regarding topics. Ms. Kantak said staff would add one item: approve travel for Councilmembers and City Manager to attend SVO conference in September.
 - Vice Mayor Dominguez requested more information and clarification from staff regarding the appointment of Councilmember Montano to the Board of Directors of Silicon Valley Clean Energy, pointing out that the workload should be distributed equally to all City elected officials which include but not limited to commission and subcommittee appointments as well as City representation on district, county, and regional boards.

With the information available at the time, City Staff advised the Rules Subcommittee that Councilmember Montano currently has nine assigned meetings wherein she serves as the Council Liaison and/or City representative. Vice Mayor Dominguez advised that all City Council members should ensure that Councilmember Montano would not be “stretched too thin” and that Councilmember Montano would be given the opportunity to assess whether additional work could be handled – most especially since the current workload is not equally distributed among the City Council members.

Vice Mayor Dominguez and Mayor Tran commended Councilmember Montano’s dedication and hard work in serving her assigned positions, and had respectively expressed that Councilmember Montano would continue to serve and represent the City well should City Council vote in favor of Councilmember Montano’s appointment for SVCE.

Since she would be absent on the September 3, 2019 City Council meeting due to an out-of-town conference, Vice Mayor Dominguez requested Mayor Tran and City Staff to include and consider her comments regarding the current unequal

distribution of workload among the City Council, and her wish for a more equitable assignment of workload.

- Mayor and Vice Mayor agreed the September 3, 2019 draft agenda looked fine.
- The Subcommittee viewed the list of anticipated agenda reports for the September 17, 2019 City Council meeting prepared by the City Clerk.
- Five (5) City Council Agenda Request Forms have been received to review. Discussion ensued regarding that the forms needed to have more details so that the Rules Subcommittee would be clear on the purpose of the adding the agenda item.

Vice Mayor Dominguez requested that Item No. 22 listed on the September 3, 2019 Draft Agenda (as prepared by the City Clerk) – Receive 5 Request Forms for Future Agenda Items from Councilmembers Nunez and Phan – should be moved to a later City Council meeting date.

After discussing about the recently-received City Council Agenda Request Forms, City Attorney Chris Diaz made suggestions that would allow the Rules Subcommittee to have more details via the Agenda Item Request Form while all elected officials continue to adhere to the Brown Act and other regulations.

Also discussed were agenda items from the previous meeting being moved to the following City Council meeting. Vice Mayor Dominguez requested to have such items delineated from the rest of the agenda items.

Assistant City Manager Kantak and City Attorney Diaz explained that changes to the agenda could happen, and that Staff would do their best to advise the Rules Subcommittee and / or City Council as soon as possible.

5. Adjourn: Mayor Tran adjourned the meeting at 1:06 PM. The next Rules meeting would be tentatively scheduled on Thursday, September 5, 2019 at 12:00 PM, subject to change as the Mayor and Vice Mayor check their respective schedules and workloads.

The possibility of Vice Mayor Dominguez and Interim City Manager McHarris attending the upcoming Rules Subcommittee via telephone conferencing was also discussed.

*Minutes prepared by
Pam Caronongan, Deputy City Clerk*